

Theatre Arts Practicum

THEA 0181 Spring 2016

Class Meetings:

Sections 002 & 003 Tuesdays 1:00 - 4:50
Sections 004 & 005 Wednesdays 1:00 - 4:50
Sections 006 & 007 Thursday 1:00 - 4:50

Location:

Mainstage (Fine Arts Room 174) – Once lab assignments are given you will go directly to the assigned shop. Lab assignments will be posted in the Green Room prior to the second class meeting.

Credit:

1 Credit hour per course registered.

Supervisors:

Lighting/Sound/Production Manager - Jared Land, Fine Arts Room 191A, Office Phone 817-272-2654, cjland@uta.edu
Props/Paint - Michelle Harvey, Fine Arts Room 419, Office Phone 817-272-0453, harveynd@exchange.uta.edu
Scenic Studio Supervisor - DJ Badon, Fine Arts Room 138A, Office Phone: 817-272-2218, djbadon@uta.edu
Costume Designer - Laurie Land, Fine Arts Room 147E, Office Phone: 817-272-3178, lland@uta.edu
Costume Shop Supervisor - Kris O'Brien, Fine Arts Room 147, Office Phone: 817-272-0927, kobrien@uta.edu
Box Office/Main Office - Linda Panther, Fine Arts Room 144, Office Phone: 817-272-2650, lpanther@uta.edu
Dramaturgy- Brandi Andrade, Fine Arts Room 268B, Office Phone: 817-272-3176, bandrade@uta.edu

Course Description:

Theatre Practicum is open to all students interested in theatre production at UTA. This may include scenic construction, scenic painting, props, publicity, lighting, costumes, sound, box office, and house management. Practicum is required for all theatre majors.

Additional Materials:

The practicum shop rules, production calendar, and Department of Theatre Arts Handbook are available at the UTA Theatre Department's website: <http://www.uta.edu/theatre/>. **Please be sure to check the call board in the greenroom on a regular basis for the most up to date information. It is the student's responsibility to be informed of all dates and requirements.**

Student Learning Outcomes:

- 1) The student will be able to discuss the terminology and principles used in theatrical production work including scenery, costumes, lighting, sound, and theatre management.
- 2) The student will be able to perform the skills required in their assigned production area.
- 3) The student will be able to explain the basic concepts of working as a theatrical technician or manager.
- 4) The student will be able to demonstrate leadership and organizational abilities in various production settings.
- 5) The student will be able to demonstrate collaborative skills in design, technical and/or management area(s).

Requirements:

- Attend the afternoon labs for which you are registered
- Participate in one of the Theatre Arts Departments' productions during the semester.
This could include but not limited to: performance, design, run crew, box office, or assistant work.
- Dress appropriately for your lab site. A detail dress code is listed on the Scenic Studio Safety Guidelines. Failure to adhere to the dress code will result in being sent home for the day.
Different shops may have different variations on the dress code.
- Contribute, participate, and cooperate
- Attend assigned departmental production strike.

Alcohol / Drug Policy:

The use of alcohol or illegal drugs will not be tolerated at any time. Students found to be under the influence of alcohol or illegal substances during any rehearsal or lab time will immediately be dismissed from the cast or crew and receive an automatic failing grade for their practicum course.

Production (Crew) Assignment:

Students will be required to work crew, perform, or equivalent duties for one of UTA Department of Theatre Arts productions per credit hour registered. Crews range from running crews, performance, assistants, stage managers, to designers. The majority of students enrolled will be on run crew for a production. Descriptions of crew assignments can be found in the Department Production Handbook. Students will be assigned a crew assignment by the second week of class. On the first day of class students will have the opportunity to request what crew assignment they want and list any conflicts they may have in the semester; there is no guarantee a requested assignment will be assigned. After the first week of class, no other request will be accepted and the student will be assigned a production assignment by the production manager. A date range for the running crew assignments are listed on the 3rd page of this syllabus and a handout of exact crew call times can be found in the greenroom and attached to this syllabus.

- **A missed rehearsal or performance that is required by the production assignment will result in the student losing half their points for that assignment, two missed performances or rehearsals will result in the loss of all points. These lost points can't be made up.**

Exceptions:

- Exceptions to attending the weekday work sessions are limited to students who serve as Stage Managers for major departmental productions. Active stage managers will be excused from practicum lab times during the weeks their show is in rehearsal and performance.
- **Performance in the Dance Concert will not count as a production assignment.**

***Once the production assignments are posted the student is expected to initial next to their name as a notice that they are aware of their assigned crew. **These assignments will be posted in the greenroom.** It is the responsibility of the student to inform the production manager immediately if they have not been given an assignment or of any scheduling conflicts the student may have. It may not be possible to change crew assignments or accommodate conflicts after the 2nd week of the semester. List all conflicts on the first day of class in the questionnaire handout.

Attendance / Evaluation:

- The student's overall grade will come from a combination of points earned throughout the semester. How points are earned is listed below.
- **45pts** of the course is earned through attending your weekly class time and working with your assigned shop. There are 15 class days, making each class day worth 3 points towards your final grade
 - If you miss your regular lab day you may make arrangements with your lab supervisor to make up the missed lab, however, **you will only be allowed to make up 2 days or 6 points.**
- **40pts** of the course is earned through the student's attitude, punctuality, team work, and self-motivation (10 points each) while attending class. These points will be assigned by the student's shop supervisor based on how they perform throughout the semester.
- Remaining points for the course are earned through working on the Department of Theatre Arts' productions during the semester, known as the production assignment. Production assignments are worth **20 points** towards the final grade.
 - Extra credit points may be earned in limited amounts, but must have prior approval from the production manager.
 - If at any point you are unclear on your production assignment and/or grading contact the production manager.
 - Production assignment grade points are earned through the student's attitude, punctuality, team work, self-motivation, and attendance.
- **ALL Practicum students** must attend at least one departmental production strike per a credit hour, unless otherwise noted by the production manager. Each student will be assigned to one of the two strikes within the semester; missing the assigned strike can't be made up by attending the other strikes. A 10 point grade penalty will be deducted from the student's final score for missing a strike. Students assigned to a production assignment for the Dance Concert will attend the dance strike in addition to one of the two listed strikes. **The production strikes are March 5th & April 24th.**
- A production calendar, all announcements, and other pertinent information will be hanging on the board in the green room; **CHECK THE GREEN ROOM BOARD REGULARLY.**
- At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. The above policies constitutes the attendance policy for this course. The majority of the course grade comes from class attendance and participation.

Grades:

Non BFA in Design & Technology Majors

100+ total points will be available for the class

- 100 + points = A
- 90 - 99 points = B
- 80 - 89 points = C
- 70 - 79 points = D
- 69 and below = F

Lab Safety Policy:

Students are required to read the scenic studio safety guidelines and submit the online form that confirms that they have read and understand said rules prior to the second class meeting. This includes all practicum students regardless of which practicum area they are in. Students who have not submitted the form will not be allowed to attend class until the rules have been read and the form submitted. Students enrolled in multiple sections of Theatre Practicum or other courses that require the same lab safety policy, only need to complete the form once per semester. **The shop rules can be found on the departmental website, <http://www.uta.edu/theatre>, under the resource link.**

Cell Phone and Computer Policy:

Cell phone and computer use during lab and production assignments without a supervisor's permission is prohibited. Using your cell phone during lab times can result in being sent home and counted absent for the entirety of that day. Using your cell phone during a production assignment will result in reducing their final grade by half a letter grade for each offence. Using a laptop, or other computer device, during a production assignment is likewise prohibited without a supervisor's permission and will result in the same penalties as the use of a cell phone. Students may do homework and read during production assignments; if doing so does not interfere with the production, interfere with their assignment, disrupt others' assignments, and/or does not involve the use of a cell phone or computer. **The supervising faculty or staff member has final say on these policies and may make adjustments as they see fit.**

Production Crew Date Range:

- *Die Fledermaus*: Feb. 16 thru March 3
- *MavPlays 2016*: March 30 thru April 24
- Dance Concert: May 2 thru May 8

Students will be assigned to a production assignment for one of the above shows. The above dates are a range of dates that the assignments take place in; the exact dates and times required will vary based on the specific crew the student is assigned to; detailed assignment times are posted in the greenroom and included as a handout with this syllabus. If you are unclear on when you are required to attend for the production assignment, ask. These times are outside of the normal weekly class meetings. **Be prepared, many of these dates require evening and weekend call times and typically run till 11pm, plan accordingly.** The course schedule for this class constitutes the weekly lab meetings and the above dates, based on which crew you are assigned to.

Course Attendance and Production Assignments: Students cast in acting roles or who have lead technical or design assignments in UTA productions are required to attend class on a regular basis. Failure to do so shall result in the student being reported to the student's Area Head for their degree plan and the Production Manager and may result in the student being replaced in their production assignment.

Conferences/Auditions Department of Theatre Arts majors are encouraged to participate in theatre conferences and graduate school auditions. However, Theatre Arts majors are required to submit an excused absence request to the instructor no less than two full weeks prior to the conference/audition in order for the instructor to consider granting an excused absence. Such notification must be in writing and support documentation will be required to verify the Theatre Arts major's attendance, completion and/or successful (or professionally worthwhile) participation in said conference or audition. All students are expected to complete all coursework (as stipulated in the syllabus) and all course requirements (as stipulated by the syllabus) in a timely manner (the term "timely manner" will be defined/specified by the instructor at the time the Theatre Arts major submits their excused absence request to the instructor for initial consideration). At the discretion of the instructor, class participation grades may be affected; therefore, Theatre Arts majors are advised to fully consult with the instructor prior to engaging in such activities.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Die Fledermaus Production Crew Assignment Schedule

Date	Call Time	Event	Crews Called	Notes
Tues., Feb. 16	3pm	Make-up Training	Make-up Crew, SMs	2-3 hour call
Wed., Feb. 17	5pm	Costume Parade	Wardrobe Crew, SMs	2-3 hour call
Thur., Feb. 18	6pm	Crew Watch	All Crews	
Sat., Feb. 20	8am	Tech &	Backstage, SMs, Lighting, & Sound	Ends at 6pm, with a one hour lunch
Sat., Feb. 20	12pm	Costume Work Call	Wardrobe & Make-up	Ends at 5pm
Sun., Feb. 21	6pm	Tech	Backstage, SMs, Lighting, & Sound	Ends at 11pm
Mon., Feb. 22	6pm	Dress	Backstage, SMs, Lighting, Wardrobe, Make-up, & Sound	Ends at 11pm
Tues., Feb. 23	6pm	Dress	Backstage, SM, Lighting, Wardrobe, Make-up, & Sound	Ends at 11pm
Wed., Feb. 24	6:00pm	Dress	Backstage, SM, Lighting, Wardrobe, Make-up, & Sound	Ends at 11pm
Thur., Feb. 25	6:30pm	Final Dress	All Crews	
Friday, Feb. 26	6:30pm	Performance	All Crews	
Sun., Feb. 28	1pm	Performance	All Crews	Photo Call following performance, plan to stay 1 hour later
Tues, March 1	6:30pm	Performance	All Crews	
Thurs, March 3	6:30pm	Performance	All Crews	

*All Performance and Dress calls end times are estimates, exact end time is dependent on the length of the show, and will vary from night to night.

*Each student is only called to the dates that their crew is listed under the crews called column. Any date listed with all crews, means that all students who are assigned to a crew for this show needs to attend that rehearsal.

*Times and dates may change, all students will be notified at the earliest possible moment if changes occur.

For Questions you can contact the Production Manager:
Production Manager: Jared Land, cjland@uta.edu

MavPlays 2016- Dogwood Production Crew Assignment Schedule

Date	Call Time	Event	Crews Called	Notes
Wed., March 30	3pm	Make-up Training	Wardrobe, SMs	2-3 hour call
Thur., March 31	5pm	Costume Parade	Wardrobe, SMs	2-3 hour call
Tues., April 5	6pm	Crew Watch	All Crews	
Thurs., April 7	6pm	Tech	Backstage, SMs, Lighting, & Sound	Ends at 11pm
Sat., April 9	8am	Tech & Costume Work Call	Backstage, SMs, Wardrobe, Lighting, & Sound	Ends at 5pm
Mon., April 11	6pm	Dress	Backstage, SM, Lighting, Wardrobe, & Sound	Ends at 11pm
Tues., April 12	6pm	Dress	Backstage, SM, Lighting, Wardrobe, & Sound	Ends at 11pm
Wed., April 13	6:30pm	Final Dress	All Crews	
Thur., April 14	6:30pm	Performance	All Crews	
Sat., April 16	6:30pm	Performance	All Crews	Photo Call following performance, plan to stay 1 hour later
Friday, April 22	6:30pm	Performance	All Crews	
Sun., April 24	1pm	Performance	All Crews	Strike following performance

*All Performance and Dress call end times are estimates, exact end time is dependent on the length of the show, and will vary from night to night.

*Each student is only called to the dates that their crew is listed under the crews called column. Any date listed with all crews, means that all students who are assigned to a crew for this show needs to attend that rehearsal.

*Times and dates may change, all students will be notified at the earliest possible moment if changes occur.

For Questions you can contact the Production Manager:
Production Manager: Jared Land, cjland@uta.edu

MavPlays 2016- Helios Production Crew Assignment Schedule

Date	Call Time	Event	Crews Called	Notes
Wed., March 30	3pm	Make-up Training	Wardrobe, SMs	2-3 hour call
Thur., March 31	5pm	Costume Parade	Wardrobe Crew, SMs	2-3 hour call
Wed., April 6	6pm	Crew Watch	All Crews	
Friday., April 8	6pm	Tech	Backstage, SMs, Lighting, & Sound	Ends at 11pm
Sat., April 9	8am	Tech & Costume Work Call	Backstage, SMs, Wardrobe, Lighting, & Sound	Ends at 5pm
Mon., April 11	6pm	Dress	Backstage, SM, Lighting, Wardrobe, & Sound	Ends at 11pm
Tues., April 12	6pm	Dress	Backstage, SM, Lighting, Wardrobe, & Sound	Ends at 11pm
Wed., April 13	6:30pm	Final Dress	All Crews	
Friday, April 15	6:30pm	Performance	All Crews	
Sun., April 17	1pm	Performance	All Crews	
Thur., April 21	6:30pm	Performance	All Crews	
Sat., April 23	6:30pm	Performance	All Crews	Photo Call following performance, plan to stay 1 hour later

*All Performance and Dress call end times are estimates, exact end time is dependent on the length of the show, and will vary from night to night.

*Each student is only called to the dates that their crew is listed under the crews called column. Any date listed with all crews, means that all students who are assigned to a crew for this show needs to attend that rehearsal.

*Times and dates may change, all students will be notified at the earliest possible moment if changes occur.

For Questions you can contact the Production Manager:
Production Manager: Jared Land, cjland@uta.edu

DANCE Concert Production Crew Assignment Schedule

Date	Call Time	Event	Crews Called	Notes
Mon., May 2	5:45pm	Tech	Backstage, SMS, Lighting, & Sound	Ends at 11
Tues., May 3	5:45pm	Tech	Backstage, SMS, Lighting, & Sound	Ends at 11
Wed., May 4	5:45pm	Dress	Wardrobe, Backstage, SMS, Lighting, & Sound	Ends at 11
Thurs., May 5	6pm	Final Dress	All Crews	
Fri., May 6	6:30pm	Performance	All Crews	
Sat. May 7	6:30pm	Performance	All Crews	photo call following, plan to stay 1 hour later
Sun. May 8	1pm	Performance	All Crews	Strike following performance

*All evening Performance, Tech, and Dress calls typically end around 11pm, but the exact end time is dependent on the length of the show, and will vary from night to night.

*Times and dates may change, all students will be notified at the earliest possible moment if changes occur.

*Each student is only called to the dates that their crew is listed under the crews called column. Any date listed with all crews, means that all students who are assigned to a crew for this show needs to attend that rehearsal.

*Students who are assigned to the dance production assignment are required to attend the strike on Dec. 13, this is in addition to the courses other strike requirement.

For Questions you can contact the Production Manager:
Production Manager: Jared Land, cjland@uta.edu